

CAREER OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DEPARTMENT:	Financial Information System for California (FI\$Cal)	RELEASE DATE:	July 13, 2015
CLASSIFICATION:	Staff Information Systems Analyst (Specialist)	FINAL FILING DATE:	Until Filled
TENURE/TIME BASE: CBID:	Permanent/FT R01	POSITION NUMBER(S):	333-200-1312-006
SALARY RANGE:	\$5,295 - \$6,963 Per Month	TEAM(S):	Project Management Office

DOING WHAT IS BEST FOR THE FUTURE OF CALIFORNIA'S FINANCIAL ENTERPRISE!

Looking for a change? Do you want to make a real difference? Join the team responsible for changing financial management in the State of California.

The Financial Information System for California (FI\$Cal) is a historic partnership of the Department of Finance, the State Treasurer's Office, the State Controller's Office, and the Department of General Services — to transform the existing budgeting, accounting, procurement, and cash management systems to optimize the financial business management of the State. FI\$Cal will allow the State to operate as a single enterprise for the first time in history.

Join FI\$Cal. With a passion for implementing change and vision for enterprise-wide thinking, you will take a leading role in achieving our goal to bring enterprise resource planning tools and statewide process improvement to the State of California.

THE FI\$Cal PROJECT IS SEEKING MOTIVATED CANDIDATES WITH THE FOLLOWING CHARACTERISTICS:

- ✧ Ability to exercise a high degree of initiative, independence of action, and originality;
- ✧ Ability to learn rapidly, follow directions, and communicate effectively with others;
- ✧ Ability to work unscheduled excess hours if needed to achieve Project goals;
- ✧ Ability to maintain regular, consistent, and predictable attendance.

Candidates must also:

- ✧ Demonstrate good judgment, tact, initiative, and diplomacy;
- ✧ Be highly adaptable – and have the ability to adjust to multiple, changing priorities requiring quick turnaround;
- ✧ Be able to work in a matrix team environment, collaboratively and cooperatively with staff from multiple departments and agencies, and numerous vendors.

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DUTIES: Under the general supervision of the Project Management Office (PMO) Schedule & Resource Unit Manager (Data Process Manager III) and working as a member of the multidisciplinary project team. The incumbent serves as an advanced technical specialist performing complex tasks involving the development, implementation, maintenance, and monitoring of multiple interdependent project schedules. The Staff Information Systems Analyst works collaboratively with Project Managers to develop and maintain their respective schedule activities. The incumbent supports the PMO Schedule and Resource Management Unit. The incumbent provides back-up, as necessary, to ensure continuity of project activities.

REQUIRED SKILL SETS

- Working knowledge of the Information Technology (IT) System Development Life Cycle and information technology best practices.
- Ability to identify, analyze, and configure software tools to meet project business needs.
- Application of critical thinking in support of complex IT projects.
- Identify and solve problems, reason logically, and draw valid conclusions.
- As a project leader, effectively communicate status (oral and written), gain team consensus, and elevate risks and issues appropriately to successfully complete assigned tasks.

DESIRABLE QUALIFICATIONS

- Knowledge and experience with Microsoft Project Server.
- Knowledge and experience using MS Project software.
- Knowledge of Schedule Management best practices.
- Currently working as a scheduler
- Application of complex analyses in support of complex project schedules.
- Knowledge of Project Management Institutes Project Management methodologies and/or experience performing on a large and highly complex project
- A comprehensive knowledge of schedule and portfolio management software tools;
- Ability to facilitate various meetings, including schedule review sessions
- Knowledge of and ability to learn modern information technology processes;
- Knowledge of and ability to learn and understand the technical aspects of modern information technology management systems;
- Ability to acquire and apply knowledge of information technology processes and systems to the business analyst function;
- Ability to thrive in a collaborative, dynamic matrix organization;
- Ability to adjust to evolving priorities and challenges;
- Ability to work as a team member to meet goals and objectives;
- Ability to adhere to and model Project Core Values;
- Ability to communicate diplomatically and effectively, both orally and in writing;
- Ability to logically plan and organize the work;
- Ability to establish and maintain effective professional working relationships;
- Ability to use initiative and independent judgment in resolving issues;
- Ability to support and perform in the project environment;
- Ability to work under pressure to meet deadlines and a willingness to work excess hours to achieve project schedule requirements.

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WHO MAY APPLY: Current State employees at the Staff Information Systems Analyst (Specialist) level, those within transfer range, or individuals who have list eligibility.

Please write "**RPA # F15-010/ Position #333-200-1312-006**" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The selected candidate considered for the advertised position may be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

APPLICATIONS SUBMITTED VIA EMAIL OR FACSIMILE WILL NOT BE ACCEPTED.

LOCATION OF WORK: Positions are headquartered at the FI\$Cal Project which is currently located at 2000 Evergreen Street, Sacramento, CA. This location has **free parking!**

SEND APPLICATION AND RESUME TO:

FI\$Cal Project

Telephone: (916) 576-5240

Human Resource Office

2000 Evergreen Street, Ste. 120

TDD*: (916) 324-6547

Sacramento, CA 95815

ADDITIONAL INFORMATION: For general information about the FI\$Cal Project, visit:
<http://www.fiscal.ca.gov>

APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE SCHEDULED FOR INTERVIEWS. ALL APPOINTMENTS ARE SUBJECT TO APPLICABLE PERSONNEL RULES.

California relay (telephone) service for the deaf and hearing impaired
From TDD* phones: (800) 735-2929 From Voice phones: (800) 735-2922

*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.